



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

July 19, 2005

PPL No. 05-010

TO: Local Educational Consortia and
Local Governmental Agency Coordinators for
Medi-Cal Administrative Activities

**SUBJECT: MAA CLAIMING PLAN/ AMEUREMENT AND OPERATIONAL PLAN
GRIDS SUBMITTALS FOR FIRST QUARTER (JULY-SEPTEMBER)
OF EVERY FISCAL YEAR (FY)**

This Policy and Procedures Letter (PPL) provides instructions to LECs and LGAs regarding the submittal of Medi-Cal Administrative Activities (MAA) Claiming Plans, Claiming Plan Amendments and Operational Plan Grids for FY 2005/2006 and every fiscal year until further notice.

LGAs that plan to submit a MAA Claiming Plan or Amendment for the first quarter must submit by November 1st of each fiscal year. For example, to have an effective date of July 1, 2005, the Claiming Plan or Amendment must be postmarked by November 1, 2005, or there must be an Express (overnight) Mail, FedEx, or UPS receipt dated no later than November 1, 2005. The Department of Health Services, and when necessary the Centers for Medicare and Medicaid Services (CMS), must approve the plans.

For California School Based MAA, LECs and LEAs claiming through LGAs, are no longer required to submit Claiming Plans effective July 1, 2003. These entities must have an Operational Plan, which will be retained onsite. For further information, please reference page 7-1 in Section 7 of the California School Based MAA Manual.

With each California School Based MAA invoice, the LECs and LEAs claiming through LGAs must submit a Claiming Unit Functions Grid (Grid) with the invoice. This Grid provides a summary of the claiming unit staff participating in MAA, and certification that the information provided is true and correct. The LECs and LEAs claiming through

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LGAs may only submit changes to its Grid once per quarter when the invoice is submitted. All changes reflected on the Grid and claimed on the invoice must be documented and maintained in the audit file. Grids and subsequent changes are effective the first day of the quarter in which an invoice is submitted.

If you should have any questions concerning this policy, please contact your claiming analyst or Mr. Fred Chow, Chief of the Administrative Claiming Operations Unit, at (916) 552-9618 or by email at Fchow@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local
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cc: See Next Page

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